Pavement Design Submission and Approval Process

> **NOTE:**
> **DPL** = Design Phase Leader
> **PM** = Project Manager
> **COG** = Consultant Oversight Group
> **OMAT** = Office of Materials and Testing
> **SPE** = State Pavement Engineer
> The documentation below reflects the responsibilities of the PM/DPL. The intent is that if the project is being designed in-house, the GDOT DPL will handle this task. If the project is being designed by a Consultant, the PM will handle this task.

Submission Process – Consultant Designed Projects

1. The PM shall place one PDF of the Pavement Design Package in accordance with the Pavement Design Package Submittal Checklist at the following folder location in ProjectWise.

    PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Correspondence-Submittals-Other Supporting Documents.
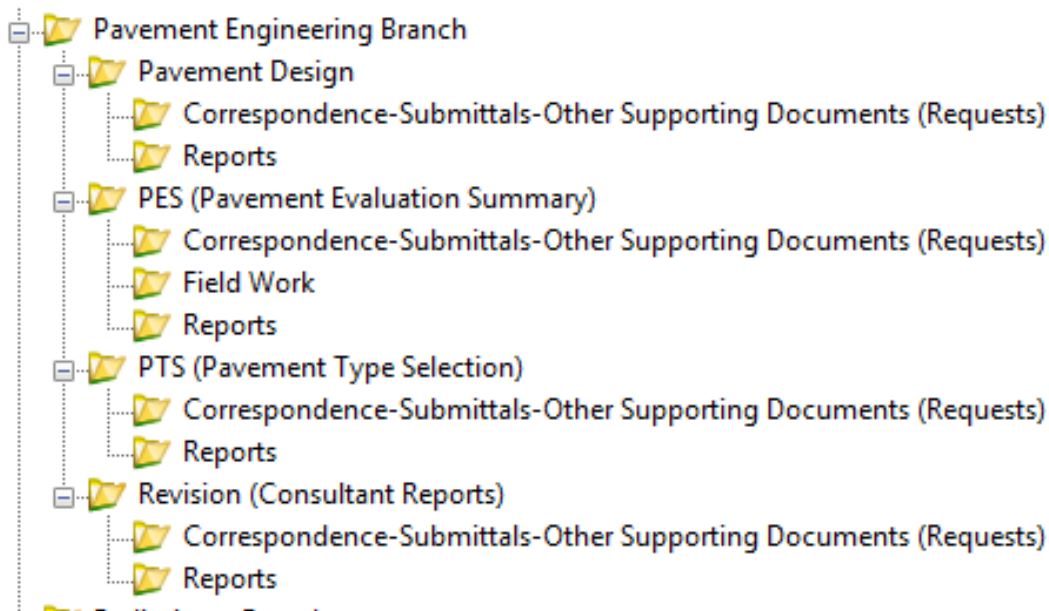
2. Once the package is placed in the folder, the PM will send an email to the Pavement Management Branch (PavementManagement@dot.ga.gov) to notify them of the submission.

3. After receiving the notification, OMAT has **20 working days** to review the package. The review period does not start until OMAT has received the complete pavement design package which includes all the items listed in step 1.

4. The Consultant DPL will, if necessary, make changes to pavement design package and resubmit. Resubmitted packages have the same review time as the initial submittal.

5. When the designs have been approved by the SPE they will be placed in the ProjectWise folder PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Reports and an e-mail sent to the PM to notify them of the approval and for further distribution.

Submission Process – GDOT Designed Projects

1. DPL will create a Pavement QA Submission subfolder **PI#_PavQA Sub MM-DD-YY** (ie: *0001234_PavQA Sub 11-16-16*) under Projectwise: *PI/PE/Roadway Design/Calculations/Pavement Design*

2. Once the package is complete, the DPL places the Pavement Design Package including [Pavement Design Package Submittal Checklist](#) into **PI#_PavQA Sub MM-DD-YY** folder

3. DPL sends an email including a ProjectWise link to the Pavement Design Submittal to the COG (COG@dot.ga.gov) to notify them of the submission.

4. After receiving a complete pavement design package email link, Office of Roadway Design Consultant Oversight Group (COG) has **20 working days** to QA the package. 20 working day clock starts after COG has received a complete pavement design package based on Pavement Design Package Submittal Checklist.

5. COG emails QA review to DPL.

6. DPL responds to COG QA review comments and makes any necessary changes to the pavement design package. DPL replaces affected files in the "**PI#_PavQA Sub MM-DD-YY**" folder and also includes COG QA review and responses. Step 6 repeated if necessary until package is ready for submission.

7. If the revision of the package is satisfied, COG signs on the pavement designs and email OMAT to notify them of the submission. DPL and PM will be copied on the email.

8. After receiving the package, OMAT has **10 working days** to approve the pavement designs or ask for further revision needed on the package.

9. When the designs have been approved by the SPE they will be placed in the ProjectWise folder PI\PE\Materials\GEP Bureau\Pavement Engineering Branch\Pavement Design\Reports and an e-mail sent to the PM to notify them of the approval and for further distribution.